
FIRE FACT NO. 050 CHECKLIST(s) : 06C & 06E
TITLE : CHILD CARE CENTERS/FULL DAY HEADSTART
CHECKLIST ITEM(s) : ALL
REFERENCE(s) : K.S.A. 31-150 & K.A.R. 22-18-3
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Preschools and Childcare Centers both can provide learning experiences for children who have not attained the age of eligibility to enter kindergarten. However, KSFM requirements are based on how long individual children are at a location and how old they are. Preschools typically include part-day head start centers, before and after school care, and latch-key programs. Both preschools and childcare centers can be located in schools or non-educational buildings.

Preschool- In order for a facility to be considered a Preschool by KSFM, all of the following conditions must be met:

- 1) All children are 3 years of age or older, up to age 16, *and*
- 2) Sessions are not more than three hours per day, *and*
- 3) Children are enrolled in only one session per day, *and*
- 4) Meals are not served, *and*
- 5) Napping does not take place.

If all these conditions are met, the facility is considered a 'preschool' and must meet EDUCATIONAL requirements. See Checklist 06-E.

Childcare Center- If any of the following conditions are met, the facility is considered a Childcare Center by KSFM:

- 1) Provides care and educational activities for any children between the ages of two weeks and three years, *or*
- 2) Sessions last between three hours and a full day, *or*
- 3) Care is provided for more than 4 hours and less than 24 hours per day, *or*
- 4) Meals are served, *or*
- 5) Napping takes place.

If any of these conditions are met, the facility is considered a 'childcare center' and must meet CHILDCARE requirements. See Checklist 06-C.

Childcare centers, especially those with children under 30 months, must meet a greater fire and life safety burden than educational occupancies. Because of the younger children and their inability to preserve their own life in the event of an emergency, more stringent requirements are in place to compensate. Although local jurisdictions may impose greater requirements than those set by the Kansas State Fire Marshal's Office, they can not approve less than what is required by KSFM. The facility owners and operators are responsible for insuring state and local requirements are met.



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Childcare Centers and Preschools (including Head Start and school-age programs)

All childcare centers and preschools must be approved before opening. In the case of programs not regulated by KDHE and located inside existing schools, this approval must be obtained through the Kansas Department of Education (KSDE). Facilities should retain the written approval from KSDE for the life of the program. A change in location, even within the same building, will require new approval from KSDE.

Most childcare centers and preschools will be licensed through the Kansas Department of Health and Environment (KDHE), including some programs located in schools. To determine if your facility requires licensing through KDHE, contact the agency or your local health agency directly.

Fire Marshal Approval and KDHE Licensing

Facilities licensed by KDHE are required to submit “fire marshal approval” with their initial licensing materials. This approval is obtained through submitting plans to the Kansas State Fire Marshal’s Office (KSFMO). This approval must also be submitted to KDHE for license amendments, such as an increase of children, use of a new room, change in ages, and change in ownership or facility name. The amount of information that must be submitted depends largely on the number and ages of children to be cared for.

To obtain “fire marshal approval,” you must submit plans to the Kansas State Fire Marshal’s Office.

Scaled drawings: These drawings can be done by the facility owner or operator. It must be drawn to scale and must clearly show:

- All rooms being used for licensure
- All exit pathways out of the building
- Dimensions of all rooms being used
- Location of doors and windows for rooms being used
- Type of construction (wood frame, metal/block, etc.)
- Location of hardwired smoke detection (battery-operated detectors are not acceptable)
- Location of emergency lighting
- Location of basement or second floor
- Picture of the facility (outside and primary use areas)

Code footprints: These are complex drawings that must be completed by a Kansas-licensed architect or design engineer. For more information, including the required components, see FireFact 061.



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What to Submit for Fire Marshal Approval:

Less than 24 children: Submit a “Request for Project Review – C2.2” and a scaled drawing

24 or more children: Submit a “Request for Review – C2.2,” “Compliance Attestation - C2.2A,” and a code footprint

The scaled drawing or code footprint should clearly show the room or rooms to be used and the numbers and ages of children in those rooms.

After plans are approved, an approval letter will be sent to the facility. This approval letter must be submitted with the licensing paperwork. An initial inspection will also be scheduled. Copies of all documentation, including inspection paperwork, must be kept by the facility.

Name or Ownership Changes

If the only change being made is to the name of the facility or ownership of the program, a written request for approval of the change should be submitted to KSFMO. The request should include both the old name/owner and new name/owner. The letter should also clearly state that no changes will be made to either the programs or building. In the event changes *are* being made, plans will need to be submitted for review. In addition to the request for change, a photocopy of an approved inspection within the past six months, conducted by either the KSFMO or local jurisdiction, must be submitted with the request. An approval letter will then be sent back to the facility for submission to KDHE.

Annual Inspections

Childcare centers and preschools will receive an annual inspection from the local jurisdiction (the local fire department) or from the KSFMO. Copies of these inspections are required by KDHE for licensing. The inspection criteria can be found in either Checklist 06C for childcare centers and Checklist 06E for preschools.



